



Department of Human Resources & Civil Service

Job Announcement

Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: **CLINICAL SYSTEMS ADMINISTRATOR** (Provisional* Appointment)

SALARY: \$58,330-\$75,222 Annually

LOCATION: Monroe Community Hospital

JOB SUMMARY:

This is a technical position at the Monroe Community Hospital responsible for assisting with the management, training, evaluation and maintenance of all clinical information systems. Responsibilities include providing end-user training, monitoring application use and system performance. The employee reports directly to and works under the general supervision of, a higher level information technology staff member. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma plus either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in any computer science information technology, management information systems, informatics or other related fields plus two (2) years paid full-time or its part-time equivalent professional** experience in an information technology field***; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associates degree in any computer science information technology, management information systems, informatics or other related fields plus four (4) years paid full-time or its part-time equivalent professional** experience in an information technology field***, OR,
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**professional experience for the purpose of these minimum qualifications does not include secretarial, clerical or receptionist type duties.

***information technology field for the purpose of these minimum qualifications is defined as experience in systems administration, network administration, informatics, designing of computer systems and applications or the management of computer systems and applications.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

Applications must be filled out in their entirety and can be downloaded from www.monroehosp.org or obtained from:

MONROE COMMUNITY HOSPITAL
HUMAN RESOURCES OFFICE
435 EAST HENRIETTA ROAD
ROCHESTER, NY 14620

Posting Date: December 12, 2013

Posting Deadline: December 26, 2013

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.